COMMONWEALTH OF VIRGINIA



Information Technology Resource Management (ITRM)

ENTERPRISE ARCHITECTURE UNCLAIMED PROPERTY DATA STANDARD

Virginia Information Technologies Agency (VITA)

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1 Publication Version Control

The following table contains a history of revisions to this publication.

Version	Date	Revision Description	Contact
1.0	05/10/2013	Initial Document	Joe Grubbs
1.1	05/31/2013	Added NAUPA standard information	David Johnson
1.2	07/16/2013	Final preparation for CIO/Secretary review and adoption	Joe Grubbs

Identifying Changes in This Document

- See the latest entry in the revision table above
- Vertical lines in the left margin indicate the paragraph has changes or additions.
 Specific changes in wording are noted using italics and underlines; with italics only indicating new/added language and italics that is underlined indicating language that has changed.

The following examples demonstrate how the reader may identify updates and changes:

Example with No Change – The text is the same. The text is the same.

Example with Revision – The text is the same. <u>A wording change, update or clarification</u> is made in this text.

Example of New Text - This text is new.

2 Reviews

- VITA's Commonwealth Data Governance (CDG) staff prepared the first draft of this publication based on information provided by the Division of Unclaimed Property, Department of the Treasury.
- The publication was posted on VITA's Online Review and Comment Application (ORCA) for the 30-day public comment period. No comments were received.
- The publication was submitted to the CIO of the Commonwealth and Secretary of Technology for final review and adoption.

3 Definitions

The terms used in this Business Narrative comply with the adopted definitions maintained in the Commonwealth of Virginia's Information Technology Resource Management (ITRM) Glossary. The ITRM Glossary can be accessed at http://www.vita.virginia.gov/uploadedFiles/VITA Main Public/Library/PSGs/PSG Sections/COV ITRM Glossary.pdf

4 Background

The term "unclaimed property" refers to money, stocks, bonds, dividends, utility deposits, insurance proceeds, uncashed checks, tangible items and other types of monetary resources left orphaned when a Virginia resident loses contact with the business, with which the resident had a relationship. (Note: Unclaimed Property does not include real property.) Pursuant to the Uniform Disposition of Unclaimed Property Act, Chapter 11.1, *Code of Virginia*, once in-scope property becomes "unclaimed" the business must report the property to the Commonwealth of Virginia's Unclaimed Property Program.

Virginia's Unclaimed Property Program resides in the Division of Unclaimed Property, Department of Treasury. The program protects the rights of the absentee owner, relieves businesses of the liability and record keeping for the account, and ensures that the funds benefit the public. The systematic maintenance of Virginia's unclaimed property in a secure data system, the Unclaimed Property System, provides an electronic "lost and found" of monetary resources owed to citizens of the Commonwealth. Rather than having to contact every company that may owe money to a citizen, the Unclaimed Property System enables the citizen to search for unclaimed property via a set of integrated electronic interfaces.

The Unclaimed Property System has been designed to conform with the electronic file format standard developed, published and maintained by the National Association of Unclaimed Property Administrators (NAUPA). The NAUPA Standard Electronic File Format was established originally in the 1990s to provide a uniform format to increase the consistency, quality and standards for electronic reporting. In 2002 and 2010, NAUPA amended the Standard Electronic File Format to accommodate new types of property developed and/or enhanced since adoption of the original standard. Some of the most prevalent types of unclaimed property added to the inventory include individual retirement accounts, health savings accounts and educational savings accounts.

The current Unclaimed Property System went live in 1997, replacing a mainframe IMS system. Since that time the system has been very stable. Occasionally updates are made to add features or enhancements. Currently there is a project underway to rewrite the Unclaimed Property System to bring it into current technologies.

5 Scope

The <u>Unclaimed Property Data Standard</u> establishes as a Commonwealth of Virginia Information Technology Resource Management (ITRM) Standard the NAUPA Standard Electronic File Format, as implemented by the Division of Unclaimed Property, Department of Treasury.

The NAUPA Standard is a way of describing the interchange of Unclaimed Property from one entity to another. Corporations or state agencies ("holders") that remit unclaimed property to the Commonwealth are strongly encouraged to report their remittances in the NAUPA format. Additionally, states often swap property that is remitted for owners in the respective state. This is called a "reciprocal transfer," and is also accompanied by a NAUPA file. So the Unclaimed Property System both imports the format as well as exports it.

The <u>Unclaimed Property Data Standard</u> shall be applicable to all Commonwealth agencies that exchange data with the Division of Unclaimed Property's Unclaimed Property System. This will apply to agencies that report and remit unclaimed property to the Unclaimed Property Division of the Treasury.

6 Governance

The <u>Unclaimed Property Data Standard</u> has been developed by the VITA in conjunction with the Division of Unclaimed Property, Department of Treasury, based on the NAUPA Standard Electronic File Format. The <u>Unclaimed Property Data Standard</u> documentation and review package may be accessed in the Enterprise Data Standards Repository at http://vita.virginia.gov/oversight/dm/default.aspx?id=10344.

The Division of Unclaimed Property, Department of Treasury, shall be the designated owner of the <u>Unclaimed Property Data Standard</u>. In this capacity, the Division of Unclaimed Property will have the authority for the interpretation and application of the standard. The Division of Unclaimed Property also will be responsible for coordinating with VITA on the development and ongoing maintenance of the <u>Unclaimed Property Data Standard</u>.

Upon adoption by the Secretary of Technology, VITA will publish the <u>Unclaimed Property</u> <u>Data Standard</u> in the Enterprise Data Standards Repository. The Division of Unclaimed Property and VITA will be responsible for maintaining and updating the standard, as needed, as part of VITA's annual review process of adopted Enterprise Data Standards.

7 Components

The <u>Unclaimed Property Data Standard</u> consists of the following components:

- 1. Business Narrative describing the standard (this document)
- 2. Documentation regarding the NAUPA Standard Electronic File Format from the NAUPA Website:

https://www.unclaimed.org/reporting/naupa-standard-electronic-file-format/

NAUPA II Revised

In the 1990s, NAUPA approved a standard set of codes in a uniform format to make electronic reporting more uniform. Improvements were adopted at the NAUPA annual meeting in St. Louis, Missouri in July, 2002 and became effective for the Fall 2003 reporting period. Now known as "NAUPA II", the format was further revised by the membership on December 8, 2010 to add codes for new types of property have been developed and/or enhanced since the original format was adopted, related to individual retirement accounts, health savings accounts and educational savings accounts.

Download a PDF copy of the NAUPA Standard Electronic File Format

8 Authority

The following section references the statutory authority granted by the *Code of Virginia* to the Division of Unclaimed Property, Department of Treasury, to operate the Unclaimed Property Program pursuant to the Uniform Disposition of Unclaimed Property Act.

The section references the statutory authority granted to the Secretary of Technology to adopt the <u>Unclaimed Property Data Standard</u> and cites provisions in statute relating to the role of the Chief Information Officer of the Commonwealth (CIO) and VITA in the development, review and adoption of Commonwealth data standards.

The Uniform Disposition of Unclaimed Property Act

The Secretary of Technology

§ 2.2-225. Position established; Agencies for which responsible; additional powers http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+2.2-225

The Chief Information Officer of the Commonwealth (CIO)

§ 2.2-2007. Powers of the CIO http://lis.virginia.gov/cgi-bin/legp604.exe?000+cod+2.2-2007

The Virginia Information Technologies Agency

§ 2.2-2010. Additional powers of VITA http://lis.virginia.gov/cgi-bin/leqp604.exe?000+cod+2.2-2010

9 Overview

The <u>Unclaimed Property Data Standard</u> establishes as a Commonwealth of Virginia ITRM Standard the NAUPA Standard Electronic File Format, as implemented by the Division of Unclaimed Property, Department of Treasury. The <u>Unclaimed Property Data Standard</u> shall be applicable to all Commonwealth agencies that exchange data with the Division of Unclaimed Property's Unclaimed Property System.

Electronic File Format

The NAUPA standard is owned by the National Association of Unclaimed Property Administrators (NAUPA). The official specification is available online:

https://www.unclaimed.org/reporting/naupa-standard-electronic-file-format/

The NAUPA file format is a text file format, with each data record on a separate line. Data fields are fixed-width and are determined by position. There are no delimiters. The record type is determined by the TR-CODE, at the first byte of each record.

There are seven record types:

- (1) Holder Records
- (2) Property Records
- (3) Property Additional Owners
- (5) Securities Additional Information
- (6) Tangible Property Information
- (9) Summary Information

Detailed information about the actual fields and their positions in each record type is covered in the online specification noted above.

10 Compliance

The <u>Unclaimed Property Data Standard</u> establishes as a Commonwealth of Virginia ITRM Standard the NAUPA Standard Electronic File Format, as implemented by the Division of Unclaimed Property, Department of Treasury. The <u>Unclaimed Property Data Standard</u> shall be applicable to all Commonwealth agencies that exchange data with the Division of Unclaimed Property's Unclaimed Property System.

As of August 1, 2013, all Commonwealth agencies that exchange data with the Unclaimed Property System shall be required to comply with the <u>Unclaimed Property Data Standard</u>. Commonwealth agencies in-scope for the <u>Unclaimed Property Data Standard</u>, but unable to comply with the standard, must request an exception or extension using the VITA Exception Form available on the Web at

http://www.vita.virginia.gov/uploadedFiles/Oversight/EA/Data Management Group/EA%20 Change-Exception%20Reguest%20Form.doc

Email the completed form to ea@vita.virginia.gov.

VITA will facilitate the review of the requested exception or extension, but approval of the exception or extension to the <u>Unclaimed Property Data Standard</u> shall be at the discretion of the Division of Unclaimed Property, Department of Treasury.